

City of Chattanooga, TN
Personnel Class Specification

Class code 0150

FLSA: Exempt

CLASSIFICATION TITLE: CITY ATTORNEY

PURPOSE OF CLASSIFICATION

The purpose of this classification is to serve as chief legal counsel for the City of Chattanooga, to represent the City in a court of law in prosecuting or defending suits, to supervise the preparation of the City's legal documents and to direct the operations of the Legal Department.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Provides legal counsel and advice to the Mayor and Council, city boards, city officials and staff regarding legal matters pertaining to municipal government operations; participates in the formulation of city policies; prepares ordinances and resolutions; reviews legislative bills, state and federal laws and regulations for impact on the city.

Serves as department director for the Legal Department; prioritizes and assigns work; reviews legal documents prepared by subordinate attorneys; reviews and approves administrative forms and reports; manages the recruitment and selection of department employees; oversees training and staff development.

Represents the city government, city officials and staff, in their official capacities, in all legal matters; handles litigation of claims and suits filed for or against the city; prepares related complaints, legal motions, briefs, orders and answers.

Oversees the enforcement of city codes, ordinances, contracts and permits to ensure compliance with applicable laws and regulations; oversees investigation of violations; prosecutes parties found in noncompliance; negotiates settlements.

Attends City Council meetings; prepares agenda for City Council meetings; attends staff meetings and various committee meetings; may serve as ex-officio member of committees or task forces.

Confers with Mayor and Council; department administrators; city staff; judges; local, state and federal government officials; private attorneys; legal agencies; and others.

Prepares and makes public statements to the news media regarding the status of pending legal matters, active cases, new ordinances and laws.

Coordinates the handling and resolution of claims against the city; assists in determining proper compensation for claims approved for payment.
Provides legal counsel to the Industrial Development Board, the Election Commission and other boards and commissions.

Represents the city in regulatory matters before state and federal agencies. Lobbies at the federal and state level as necessary.

Prepares legal opinions, resolutions, ordinances, and executive orders; prepares letters for audit reports and bond underwritings; coordinates the preparation, printing and distribution of the city's code books.

Oversees the scheduling and conduct of City Council meetings, public hearings, budget hearings, work sessions and other public meetings to ensure compliance with open meetings and open records laws.

Reviews city policies, administrative procedures and practices for compliance with various laws including the Americans With Disabilities Act, the Drugfree Workplace Act, Fair Labor Standards Act and other laws relating to personnel administration.

Oversees legal services provided by outside counsel to the city.

Reviews and evaluates legal complaints, briefs, opinions and other legal documents prepared by subordinate attorneys; returns documents for processing; files records and reports.

Responds to calls regarding personal injury and/or property damage resulting from accidents involving city vehicles and personnel.

Responds to inquiries, problems and complaints from the general public.

Prepares the department's operating budget request; monitors for compliance with approved budget; reviews and approves budget expenditures.

Reads periodicals, legal newsletters, law books, and other references to maintain knowledge of legal decisions and changes in municipal law.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Juris Doctorate required; supplemented by ten (10) to fifteen (15) years previous experience that includes ten years of experience as a practicing attorney and three years of progressively responsible management and supervisory experience, preferably in a municipal government or public sector environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must be a member in good standing with the Tennessee State Bar Association. Must have admission to practice before the Tennessee Supreme Court.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize and integrate data for predicting, anticipating, and planning for future events impacting the organization. Includes determining strategic and tactical decisions at the highest organizational levels of authority and responsibility.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.